

# Student Handbook

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## Student Services Policies

Saint Mary's College of California

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## **Student Services Policies**

### **Identification Cards (IDs)**

Incoming students are issued a photo ID card on the first day of the semester. Photos for the ID cards are taken at orientation. The ID card serves as picture identification and is valid for the estimated four years of attendance at Saint Mary's College and provides various privileges/discounts. The ID card is multi-functional in that it is used for access to the Joseph L. Alioto Recreation Center, the Health & Wellness Center, residence halls, the library, and all College events including SMC athletic events. The ID card also functions as your meal card allowing you to add more money should you choose. To add more money, please visit SMC GET at [get.cbord.com/stmarys-ca](http://get.cbord.com/stmarys-ca). Because the card is issued for four years, students may also be checked to a current registration listing. Students who are not registered are not eligible to utilize the privileges/discounts of the ID card. The Business Office issues replacements for lost ID cards Monday - Friday, 9:00 a.m. to 3:00 p.m. for \$10. If the ID is also used as a meal card, it will cost \$25.00 to have a meal card reissued. Replacement cards will be available for pick up within three business days. Please care for your ID card as you would a government issued driver's license or a credit card. Battered or torn cards will not work effectively.

### **Media Policy**

Saint Mary's College recognizes that student publications can be valuable tools in establishing and maintaining an atmosphere of free and responsible discussion and exploration, bringing student concerns to the attention of all members of the College community, and for formulating student opinion. Student publications bear a responsibility to the College as an institution of higher education in the Roman Catholic tradition and as a community of persons. Respect for truth, openness of inquiry, and good taste are hallmarks of such responsibility. To maintain these principles, the following are applicable to student publications:

1. Student media (publications and radio) are free of censorship and/or advance approval of copy, and their editors and managers shall be free to develop their editorial policies and news coverage. At the same time, this freedom entails the corollary responsibility to be governed by the canons of responsible journalism and the basic principles and traditions of the College in both print and electronic media. In addition, KSMC student radio falls within the jurisdiction of the Federal Communications Commission (FCC) and therefore, FCC broadcast standards apply to transmissions by KSMC radio.
2. Editors and managers of student media supported by recognized College bodies shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content that does not otherwise violate College policy or applicable laws or regulations. Only for proper and stated causes will editors and managers be subject to removal and then by orderly and prescribed procedures.
3. All student publications, radio and television should carry a statement that the opinions expressed are not those of the College or the Associated Students.